



## **AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 10-079**

The U.S. Embassy in New Delhi is seeking an individual for the position of Field Administrative Officer.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).**

**Only applicants who are selected for the interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Field Administrative Officer

Level I (Entry level) - FSN-07; FP-7

Level II- (Full Performance level) - FSN-8; FP-6  
**(Personal Services Contract)**

(The position will be filled at the appropriate level only, depending on the selected candidate)

**OPENING DATE:** July 19, 2010

**CLOSING DATE:** August 2, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Starting salary and grade will be determined on the basis of qualifications and experience.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF POSITION:**

- Process transactions to support financial, accounting and budget processes, to include; voucher payments for expenditures, by using Direct Connect/RFMS-Momentum; maintain standard financial records and files, reconcile and track expenditures against budget; prepare travel orders, travel advance and compute travel accountings, using E2 Solutions; tracks bureau ICASS charges in line with State Department regulations; manage petty cash fund accounting in line with State Department regulations.
- Obtain products, equipment and services to support work activities.
- Process data to support human resources functions in accordance with local laws and prevailing practices, applicable State Department employment policies, and organizational policies and regulations.
- Maintain FNPAS - the database of local hire.
- Administer independent/industrial contractor processing and their recordkeeping, to include: prepare contract; provide operational and administrative guidance to contractors; troubleshoot contractor billing problems, checks invoices for accuracy and processes payments of contractors; monitor usage of contractor funds.
- Handle other basic administrative duties.
- Develops relationships and sustain network with international colleagues and customers.
- Develops and maintain knowledge and skills through guided and self-initiated development activities.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in basic mathematics to compute budget plans and reviews and other financial statistics.
- Ability to use interpersonal skills and work collaboratively and effectively in a fast-paced, multicultural, dispersed team environment.
- Ability to gather information and use critical thinking skills to solve problems.
- Ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits to meet mission requirements.

- Ability to use time management and organization skills to complete work requirements in a timely manner.
- Ability and willingness to continually update and acquire new knowledge and skills.
- The ability to use and/or learn computer applications (word processing, spreadsheets, Power-point, databases), email and the Internet

#### **QUALIFICATIONS REQUIRED:**

##### **Education:**

Associate/Bachelor's degree and/or professional qualification in Accounting, Finance, Human Resources or related discipline.

##### **Work Experience:**

Level I (FSN-7): Three years experience in an administrative environment which included a Finance and/or HR personnel position.

Level II (FSN-8): Five years experience in Accounting and Finance and/or Human Resources or related discipline.

**Language proficiency: Level IV (Fluency)** in English.

#### **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html)
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

## SUBMIT APPLICATION TO

U. S. Embassy  
Human Resources Office  
Shantipath, Chanakyapuri  
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

**Please insert "VA# 10-079 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.**

## DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **August 2, 2010**.

**AN EQUAL OPPORTUNITY EMPLOYER**